

# DEPARTMENT OF CHARITABLE GAMING BINGO SESSION RECONCILIATION SUMMARY

**Organization:** \_\_\_\_\_ **Session Date:** \_\_\_\_\_

The Bingo Manager must complete and sign form within 48 hours of game.  
I certify this form is complete and accurate to the best of my knowledge.

Date Signed \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Bingo Manager Bingo Manager

1. **TOTAL ATTENDANCE THIS SESSION** \_\_\_\_\_

2. **BEGINNING CASH ON HAND (change fund)** \$ \_\_\_\_\_

**RECEIPTS: (Gross Receipts include all Discounts and Coupons)**

3. Bingo Game Paper Sales:
- a. Bingo Admission Sales (Form 104-A) \$ \_\_\_\_\_
  - b. Bingo Floor Sales (Form 104-B) \$ \_\_\_\_\_
  - c. Decision Bingo Sales (Form 104-C) \$ \_\_\_\_\_
  - d. Total Paper Sales (Add lines 3.a. through 3.c.) \$ \_\_\_\_\_
4. Electronic Bingo Devices (Attach computer printouts) \$ \_\_\_\_\_
5. Instant Bingo/Seal Card Sales (Form 105) \$ \_\_\_\_\_
6. Treasure Chest/Raffle Sales (Form 104-D) \$ \_\_\_\_\_
7. Miscellaneous Sales (daubers, wands, cushions) \$ \_\_\_\_\_
8. **Total Gross Receipts for Session** (Add lines 3.d. + 4 + 5 + 6 + 7) \$ \_\_\_\_\_
9. Less Discounts Given \$ \_\_\_\_\_
10. Total Adjusted Receipts for Session (Line 8 minus Line 9) \$ \_\_\_\_\_
11. Add Prizes Paid by Check \$ \_\_\_\_\_
12. Total Funds to Account For (Add lines 2 + 10 + 11) \$ \_\_\_\_\_

<b>Information Entries:</b>	<b>Admission Sales</b>	<b>Floor Sales</b>	<b>Electronic Sales</b>	<b>Total Sales</b>
Winner-Take-All	\$ _____	\$ _____	\$ _____	\$ _____
Lucky Seven	\$ _____	\$ _____		\$ _____

**BINGO SESSION RECONCILIATION SUMMARY (Concluded)****DISBURSEMENTS: (Do not include any merchandise awarded as prizes)**

13. Bingo Game Prizes: <i>(Cash and checks)</i>		
a. Regular, Special, Jackpot Bingo Prizes	\$ _____	
b. Winner-Take-All Prize	\$ _____	
c. Lucky Seven Prize	\$ _____	
d. Decision Bingo Prizes	\$ _____	
e. Total Bingo Game Prizes	<i>(Add lines 13.a. through 13.d.)</i>	\$ _____
14. Instant Bingo/Seal Cards/Instant Progressive Prizes	<i>(Form 105)</i>	_____
15. Treasure Chest/Raffle Prizes	<i>(Form 104-D)</i>	\$ _____
16. Door Prizes		
a. Cash Prizes	\$ _____	
b. Coupons Redeemed	\$ _____	
c. Total Door Prizes	<i>(Add lines 16.a. + 16.b.)</i>	\$ _____
17. Total Prizes Awarded	<i>(Add lines 13.e. + 14 + 15 + 16.c.)</i>	\$ _____
18. Other Cash Disbursements:		
a. Food for Bingo Volunteers	\$ _____	
b. Security Personnel	\$ _____	
c. Total Other Cash Disbursements	<i>(Add lines 18.a. + 18.b.)</i>	\$ _____
19. <b>Total Disbursements</b>	<i>(Add line 17 + 18.c.)</i>	\$ _____

**CASH RECONCILED:**

20. Total Cash to Account For	<i>(Line 12 minus Line 19)</i>	\$ _____
21. Ending Cash on Hand (including Change Fund)		\$ _____
22. Overage or <Shortage>	Shortage if Line 20 is greater than Line 21. Overage if Line 21 is greater than Line 20.	<i>(Line 21 minus Line 20)</i> \$ _____
23. Amount withheld for Change Fund		\$ _____
24. Deposit to Bank	<i>(Line 21 minus Line 23)</i>	\$ _____
<i>(Attach bank validated deposit slip to this form)</i>		

<b>Information Entries:</b>	<b>Begin Balance</b>	<b>Additions</b>	<b>Payouts</b>	<b>Carry Over Balance</b>
Treasure Chest	\$ _____	\$ _____	\$ _____	\$ _____
Instant Progressive	\$ _____	\$ _____	\$ _____	\$ _____
Lucky Seven				
Progressive Jackpot	\$ _____	\$ _____	\$ _____	\$ _____